



## MEETING OF THE FULL GOVERNING BOARD ON 25<sup>TH</sup> MARCH 2025 AT 8.30AM IN THE SCHOOL

*“We are a community with a lifelong passion for learning.”*

**Present:** Hilary Priest (HP), Head, Ian Stewart (IS) Chair, Mike Waterson (MW), Richard Gibbon (RG), Jo Counter (JC), Rob Hill (RH) Co Vice-chair, Becky Nel (BN), Jenny Barker (JB) Co Vice-chair.

**In attendance:** Dawn Pettipiece (clerk)

Sandie Lovell (SL), School Business Manager attended part of the meeting.

	MINUTES
1	<p><b>Welcome &amp; apologies for absence*</b></p> <ul style="list-style-type: none"> <li>Please send apologies to the clerk before the meeting.</li> </ul> <p>The full governing board (FGB) were present at the meeting.</p>
2	<p><b>Attendance &amp; declaration of interest*</b></p> <ul style="list-style-type: none"> <li>Governors are reminded that they must declare any conflict of interest which becomes apparent during the meeting.</li> </ul> <p>The governors signed the attendance form and there were no declarations of interest.</p> <ul style="list-style-type: none"> <li>Discussion about Governorhub (added to agenda during meeting by Chair)</li> </ul> <p><b>IS: Governorhub has been taken over by a new company and fees are increasing substantially over the next two years. We would also have to subscribe for the whole package. As the budget is already under pressure, if we cancelled the contract we could use “SharePoint” instead and would most likely need to create a school email address for all the governors.</b></p> <p><b>FOLLOWING A DISCUSSION, THE FGB AGREED TO CANCEL THE CONTRACT WITH GOVERNORHUB.</b></p> <p>Update from clerk: I have received an email from Fiona Collier. The disconnection will most likely take place after Easter. I have downloaded all the relevant documents. The database will stay live, even when the school no longer subscribes so that I can access it to update the terms of office etc. for their database function. Access to the other areas will automatically stop.</p> <p><b>ACTION: HEAD/CHAIR TO LOOK AT USING SHAREPOINT. Update: IS has set it up for himself, HP and the clerk and will look at how to set it up for the FGB.</b></p>
3	<p><b>Approval of minutes of FGB meeting 10<sup>th</sup> December 2024</b></p> <ul style="list-style-type: none"> <li>Please read the draft minutes in the folder in GovernorHub.</li> </ul> <p><b>The FGB approved the minutes of the last meeting and the chair signed the paper copy.</b></p>
3.1	<p><b>Matters arising from minutes of the last FGB meeting including progress made on the actions raised*</b></p> <ul style="list-style-type: none"> <li>Half-termly walk a rounds for health &amp; safety and half termly facilities meetings. Governors to be updated on walk arounds and the meeting.</li> </ul> <p>IS: I have not done one this term.</p> <p><b>ACTION: IS TO BOOK A H&amp;S (HEALTH &amp; SAFETY) WALKAROUND WITH SL.</b></p> <ul style="list-style-type: none"> <li>Governors to be sent a list of dates for them to visit various curriculum areas.</li> </ul> <p>HP: The teachers have written curriculum updates for the governors as we are not doing videos this year. All governors are invited to attend the Curriculum Meeting on 28.04.25 at 3.30pm in the school.</p> <p><b>ACTION: HP WILL COLLATE THE WRITTEN CURRICULUM UPDATES FROM THE TEACHERS AND SEND TO GOVERNORS. Done.</b></p> <p>All Governors to have read and signed KCSiE and signed the declarations tab and updated their profile in GovernorHub. <b>DONE.</b></p> <ul style="list-style-type: none"> <li>Termly safeguarding report emailed to FGB.</li> </ul> <p>HP: The term has not yet ended so I have not finished it.</p> <p><b>ACTION: HP TO SEND FINISHED TERMLY SAFEGUARDING REPORT TO GOVERNORS WHEN SHE HAS COMPLETED IT. Done.</b></p> <ul style="list-style-type: none"> <li>Meeting between SL and RH to arrange Benchmarking (see item 8) <b>DONE.</b></li> <li>Clerk to send email to SL requesting hard copy of Finance Policy to be printed off and signed by the Chair.</li> <li><b>UPDATE: IS HAS SIGNED THE HARD COPY. Done.</b></li> </ul> <p><b>ACTION: IS TO BOOK FACILITIES MEETING PRIOR TO THE NEXT FGB. NB: FGB on 10.12.24 agreed that this item should be on every FGB agenda for discussion.</b></p> <p>HP: The central heating has been fixed. The usual contractors were going to fix it but we found a much cheaper way from a local plumber. He also said the hot water boiler is fine and it is back on. We had another boiler donated and that has been fitted in the kitchen as a spare.</p> <ul style="list-style-type: none"> <li>List of curriculum leads to be emailed and clerk to update them. <b>DONE.</b></li> <li>Clerk to put on yearly planner a note that the FGB meeting after Easter has an item to decide which curriculum lead to invite to the next meeting. <b>DONE.</b></li> <li>Dates to go to governors regarding walk arounds.</li> </ul>

	<p><b>ACTION: HP WILL DISCUSS WITH SUBJECT TEAMS SO THAT WALK AROUNDS CAN BE ORGANISED FOR THE GOVERNORS.</b></p> <ul style="list-style-type: none"> <li>Literacy walk around in January. Update.</li> </ul> <p><b>IS: I have put the report in this meeting's folder. We focused on spelling and writing in years three and four. The school has a "dyslexia friendly" spelling approach and we looked at the childrens' workbooks which showed evidence that all the classes were at the same stage. DONE.</b></p> <ul style="list-style-type: none"> <li>Children to be identified so that governors can talk to them about how safe they feel in school.</li> </ul> <p><b>HP: It is based on the Ofsted (Office for Standards in Education, Children's Services and Skills) report. The Primary Partnership (PP) generally add it onto another visit. It recommended that children should feel safe in school, for example, if there is bullying or even a hole in the fence. One of the children told an Ofsted inspector that they did not feel safe due to what is happening in the world We discussed this at a school assembly recently to ensure every child had an adult they can talk to about this.</b></p> <p><b>MW: We need to ensure we find a way of asking questions without making the children feel unsafe.</b></p> <p><b>ACTION: HP TO CHECK ALL THE CHILDREN HAVE AN ADULT THEY CAN TALK TO ABOUT TIMES THEY HAVE FELT UNSAFE.</b></p> <p><b>ACTION: JC AND BN WILL ARRANGE TO MEET RELEVANT CHILDREN, TO DISCUSS WHO THEY CAN SPEAK TO IF THEY FEEL UNSAFE IN SCHOOL.</b></p> <ul style="list-style-type: none"> <li>Finance training to be arranged.</li> </ul> <p><b>RH: I have not done this yet, but will keep an eye out for relevant training.</b></p> <p><b>OUTCOME: THE FGB AGREED THIS COULD COME OFF THE AGENDA.</b></p> <ul style="list-style-type: none"> <li>Attend generalised governor update training session.</li> </ul> <p><b>MW: I HAVE ATTENDED THE NEW OFSTED TRAINING.</b></p> <ul style="list-style-type: none"> <li>Safeguarding training and Business Declarations in GovernorHub to be signed by CofG. <b>DONE.</b></li> </ul>
4	<p><b>Committee reports</b></p> <ul style="list-style-type: none"> <li>Resources 11.02.25.</li> </ul> <p><b>RH:</b> We discussed the constraints on the budget and that we have not yet got a budget.</p> <p><b>HP:</b> There are a number of factors that have been difficult. The changeover from SIMS to BROMCOM. The new system has been very limited and when we changed over we could not pay our bills that were due. Other schools have not paid bills since January. We need to know the carry forward and also the budget set by DCC. The budget is going to the next Resources meeting, so due to extenuating circumstances we will be starting the new financial year without a budget. All schools have been given an extension until May.</p> <p><b>RH:</b> The budget will be brought to the next FGB meeting.</p> <p><b>HP:</b> Due to national insurance changes the school will be down by £10,000 in the budget as it is assessed via pupil numbers rather than staff and DCC say we are over staffed. DCC are going to go back to the government about this as the budget has already lost money on salaries. It is crucial to know the budget carry forward</p> <p><b>RH:</b> We used the previous year's carry forward to support the budget, but going forward losses will increase in year's two and three.</p> <p><b>HP:</b> We have new children starting every week and have 48 in Reception and still cannot make our budget meet.</p> <ul style="list-style-type: none"> <li>Teaching and Learning 04.02.25</li> </ul> <p><b>MW:</b> The Deputy Head Helen Fernyhough (HF) gave a general talk on science, which she leads. We discussed the school trip to the University of Plymouth and that the school could not offer practical sessions they would like to do due to lack of equipment and resources. I did a science walk around about a month ago. The children love doing science lessons and were very interactive and involved. There is more "play" based learning with continuous provision and I would like to see more of that. We also need to look at how SEND (special education needs and disabilities) interacts with continuous provision.</p>
5	<p><b>Head's report</b></p> <ul style="list-style-type: none"> <li>Any questions? Report in folder.</li> </ul> <p><b>IS: The number of pupils is high as HP has explained, but when do we get the funding for them?</b></p> <p><b>HP: We will not get the funding for them until April 2026. We have had 10 new children since the last census and two children left as they moved out of the area.</b></p> <p><b>The "show a rounds" with prospective parents, which myself and HF have done, have worked well, increasing pupil numbers.</b></p> <p>The governors discussed where the new pupils had come from.</p> <p><b>IS: How are things going with the Primary Partnership (PP)?</b></p> <p><b>HP: We had a meeting last Thursday in Chudleigh and I will send those minutes out to the FGB when I get them. We looked at objectives and the FGB will get a final report in June or July.</b></p> <p><b>The Grove is one of three schools doing peer reviews – we are covering mathematics. Myself and HF are going to Abbotskerswell to look at their allocated area.</b></p> <p><b>RH: Do we do a comparison with previous school years?</b></p> <p><b>MW: At this stage it is December/January data and always looks low.</b></p> <p><b>HP: The most accurate data is in June.</b></p> <p><b>MW: Overall standards improve as each cohort goes higher up the school.</b></p> <p><b>RH: The data showing writing skills are weaker?</b></p> <p><b>MW: They always are and we discussed this a couple of years ago.</b></p>

	<p><b>HP: The school revisits punctuation, grammar and basic skills on a regular basis to ensure all children have these skills. If a child is not meeting their predicted level, we look at the reasons for that.</b></p> <p>The governors discussed the Behaviour reports.</p> <p>HP: I get approximately 50 alerts from CPOMS which I read and it is very useful as we can see a pattern with children who are having difficulties. JC gets all the safeguarding and SEND reports and the staff in each year get reports for their year.</p> <p>JC: The system actions e.g. contacting parents can go on CPOMS.</p> <p>The governors discussed behaviour in the school.</p> <p>HP: If we put more detail in each report then the children could be easily identified.</p> <p>MW: The report gives us an overview and as long as we know staff are dealing with things we do not need to know the details.</p> <p>HP: Governors can ask questions about behaviour.</p> <p><b>ACTION: HP TO SEND PP HEAD TEACHERS MEETING NOTES TO THE FGB WHEN SHE HAS RECEIVED THEM.</b></p> <p><b>ACTION: HP TO SEND OUT FINAL REPORT ABOUT PP OBJECTIVES IN JUNE/JULY.</b></p> <p><b>NB: CLERK HAS MOVED THIS ACTION TO THE 8<sup>TH</sup> JULY AGENDA.</b></p>
6	<p><b>Spring School Improvement Plan (SIP) and Governors strategic plan</b></p> <ul style="list-style-type: none"> <li>Progress for this term and Governors' Strategic plan</li> </ul> <p><b>JC: I did not know about the "body positivity" parent group.</b></p> <p><b>HP: It is about children being taught to accept their own body, whatever size or shape they are.</b></p> <p><b>MW: It can be quite a difficult balance as we also want to encourage children to be healthy.</b></p> <p><b>HP: Any questions?</b></p> <p><b>RH: Continuous provision is an aim for key stage (KS) 2.</b></p> <p><b>HP: It was launched in January and will be very different to how it is delivered in KSI. We have researched how to do it and have been developing it in the playground with water, sand, a mud kitchen and dressing up clothes.</b></p> <p><b>JB: What is the donation situation like?</b></p> <p><b>HP: It is steady and any surplus goes to the school parent teacher association (PTA) for fayres etc. We still have some funding available and HF is gradually introducing new things and explaining to the children how to use them. For instance, we show the children that they need to put the dressing up clothes in a plastic bag after use.</b></p> <p><b>We have "den making" sessions and are putting the huts together and one will have a home corner for cooking. There will be lego and children really enjoy using the tyres.</b></p> <p><b>RH: How is "parental engagement" going?</b></p> <p><b>IS: I am going to do a "parental engagement" school survey. The newsletter has a different layout and will be used for more general communication. I have put together 7 or 8 questions.</b></p> <p><b>BN: The school has been really proactive with communication. HF has done well with the parents Whatsapp group.</b></p> <p><b>HP: One parent who has SEND found the newsletter overwhelming, which is why there is a summary box now at the top of the newsletter.</b></p> <p><b>RH: Can we combine the usual parent survey and the communication survey into one.</b></p> <p><b>IS: Yes, I will do that and it will be sent out in June.</b></p> <p><b>ACTION: IS WILL COMBINE THE USUAL PARENT SURVEY AND COMMUNICATION SURVEY AND SEND IT OUT TO PARENTS IN JUNE. NB: Clerk has moved this action to the July agenda.</b></p>
7	<p>The school business manager Sandie Lovell (SL) entered the meeting at 09.45am.</p>
7.1	<p><b>Budget</b></p> <ul style="list-style-type: none"> <li>Update</li> </ul> <p>The budget was discussed elsewhere in these minutes and will be discussed in detail at the next FGB.</p> <p><b>ACTION: CLERK TO PUT BUDGET ON NEXT FGB MEETING AGENDA. (Done)</b></p> <ul style="list-style-type: none"> <li><b>Services</b></li> </ul> <p>SL: Using the old system (FMS) and the new one (BROMCOM) has been complicated but in the next couple of weeks we will know exactly what our carry forward is. As far as services are concerned we have put in the essential services we use.</p> <p><b>JC: What is the governor support money?</b></p> <p><b>SL: It is for help from Devon Education Services and supports the clerk to the governors and the school by giving us the information we need to support the governors.</b></p> <p><b>RH: Do we need that?</b></p> <p><b>SL: We would struggle and also the clerk receives regular updates and there is online training we can access.</b></p> <p><b>We are not continuing with the Mutual Fund and if we have someone on long-term sickness then the school will now have to pay for cover for them. We usually cover "in house", but for some roles we need to get outside help. This will obviously have an effect on the school budget.</b></p> <p><b>MW: I am slightly worried about this if we need to pay for outside support?</b></p> <p><b>HP: We do have behaviour support for more specialist advice.</b></p> <p><b>BN: Are the school still doing EHCP's (Education, Health and Care Plan)?</b></p> <p><b>HP: Yes.</b></p>

	<p><b>JB:</b> You also have the mental health (MH) practitioner.</p> <p><b>JC:</b> She has as long waiting list.</p> <p><b>HP:</b> She only does half a day a week. She is <b>CAMHs (Child and Adolescent Mental Health Services)</b> trained to work with children and families and her services are free. At our next meeting I will ask if she can do more hours</p> <p><b>SL:</b> They are expanding the service to include all schools.</p> <p><b>RH:</b> IT support is £2,000 less.</p> <p><b>SL:</b> That is because the school has changed to full fibre broadband, which the government paid for. Hopefully the switch is going ahead this week and will be a lot cheaper.</p> <p><b>RH:</b> What is the hosted application?</p> <p><b>SL:</b> <b>SCOMIS</b> is the company owned by <b>DCC</b> which hosts our management and finance systems. We work with them with any issues and for support rather than going direct to <b>BROMCOM</b>. We pay <b>SCOMIS</b> for their support service and <b>BROMCOM</b> for the system and hopefully in a couple of years, the costs should be cheaper than they are now.</p> <p><b>RH:</b> Why is Contents insurance is written down twice?</p> <p><b>SL:</b> We have to pay our own and also have to pay <b>DCC</b> for their insurance.</p> <p><b>RH:</b> Does that cover if the school is burned down?</p> <p><b>HP:</b> Our insurance covers that.</p> <p><b>ACTION: HP TO SPEAK WITH THE MH PRACTITIONER TO FIND OUT IF SHE COULD OFFER THE SCHOOL EXTRA HOURS.</b></p> <ul style="list-style-type: none"> <li>• FRS approval</li> </ul> <p><b>SL:</b> There is not an FRS for this meeting due to the changeover in systems and other reasons already discussed earlier in the meeting.</p> <ul style="list-style-type: none"> <li>• Board approval of school services</li> </ul> <p>The FGB worked through the spread sheet and held a discussion about school services.</p> <p><b>THE FGB APPROVED THE SCHOOL SERVICES.</b></p>
8	<ul style="list-style-type: none"> <li>• <b>SFVS &amp; benchmarking</b></li> <li>• To approve (SFVS in folder)</li> </ul> <p><b>All the members of the Resources Committee were in attendance at the FGB and agreed to approve the SFVS prior to the meeting starting.</b></p> <ul style="list-style-type: none"> <li>• Governors to discuss Benchmarking.</li> </ul> <p><b>RH:</b> The school have a higher level of teachers and staff costs compared to similar schools, but our premises costs are a lot lower. Previously staff costs were over 80%, but that has gone down. We don't spend much on bought in services and education supplies. We prioritise teaching and teaching assistants (TA's) and most of our budget is spent in this area.</p> <ul style="list-style-type: none"> <li>• The FGB discussed Benchmarking and the SFVS.</li> </ul> <p><b>THE FGB APPROVED THE SFVS AFTER DISCUSSING THE BENCHMARKING.</b></p> <ul style="list-style-type: none"> <li>• SL left the room at 09.55am.</li> </ul>
9	<p><b>Wraparound Care Survey update.</b></p> <ul style="list-style-type: none"> <li>• Outcome of survey sent to parents whose children receive afterschool care to find out if there is a need for extra hours.</li> </ul> <p><b>HP:</b> I have not sent a survey out to parents yet as it is part of the consultation that will go out with the Business Plan. I looked at how the care is funded and the costs involved.</p> <p><b>RH:</b> What are the findings?</p> <p><b>HP:</b> it is not cost effective.</p> <p><b>RH:</b> Do we need to provide it?</p> <p><b>HP:</b> We only have to extend after school care to include later hours and Fridays if there is a financially viable demand.</p> <p><b>We could do a survey about demand in Totnes. DCC state there is a big demand for holiday cover.</b></p> <p><b>BN:</b> There is very little in place for children in the school holidays and what is available is very expensive.</p> <p><b>RH:</b> I thought we needed to provide this?</p> <p><b>HP:</b> Only if there is a demand.</p> <p><b>JB:</b> Do you have to have evidence if this is challenged?</p> <p><b>HP:</b> Yes, it will come from the survey.</p> <p><b>BN:</b> Are you going to have a demand for Ofsted registered care as that gets funding and the present one does not?</p> <ul style="list-style-type: none"> <li>• HP gave the FGB the wraparound care report to read and the costs etc. were discussed in the meeting.</li> </ul> <p><b>HP:</b> The current provider will provide the care on Fridays if there is a demand. I have not spoken to her about a holiday club or providing care until 6pm. The current provider has put some questions at the bottom of the report.</p> <p><b>BN:</b> So we need to ask her about Fridays until 6pm and a holiday club?</p> <p><b>HP:</b> We do need to ask those questions.</p> <p><b>HP:</b> I would also want help with the survey and the nursery business plan. (See item 9.1 for further information about this).</p>
9.1	<ul style="list-style-type: none"> <li>• Sophie Hedley-Clark (SH) the early years' reception teacher entered the meeting at 10.04 am.</li> </ul>

	<p><b>Nursery Business plan</b></p> <ul style="list-style-type: none"> <li>See Business plan in the hub folder</li> </ul> <p>HP: I am looking at either having a pre-school or using space better, for instance, maybe the staff room could be a community space. I did some research and next week I am having a meeting with the Chief Executive Officer of Rainbow and Daisy nurseries. I spoke to DCC and sent out some emails and have put all my research into the business plan.</p> <p>There are two options.</p> <p>The governors looked at the relevant paperwork and had a discussion, looking at which rooms to use etc.</p> <p><b>RH: Is the intention to make money?</b></p> <p><b>HP: There is an educational benefit as it prepares children, so they are ready for school and the second reason is to make money.</b></p> <p><b>BN: What can the school achieve educationally?</b></p> <p><b>We would be offering qualified teacher leadership.</b></p> <p><b>SH: We would look at speech and language development etc., and it would mean SEND children could be identified at an earlier stage. This means the school could apply for EHCP (education, health and care plan) funding before children enter mainstream school.</b></p> <p><b>MW: How will it work for individual families?</b></p> <p><b>SH: It will be siblings of children already here or children whose parents want them to come here.</b></p> <p><b>HP: We know local nurseries are full with parents signing up for places before their baby is born.</b></p> <p><b>MW: Do you need a teacher in there all the time?</b></p> <p><b>HP: No. Sophie and her team would do the input sessions and lead, working with continuous provision and there could be TA's too.</b></p> <ul style="list-style-type: none"> <li>The governors discussed various factors for and against have a pre-school.</li> </ul> <p><b>HP: The children would have to sign up for 15 hours and some would have 30 hours.</b></p> <p><b>RH: Would this be planned for September?</b></p> <p><b>HP: Yes, but we would need a consultation period. I have a staffing plan.</b></p> <p><b>RH: We need to see the actual numbers broken down.</b></p> <p><b>HP: I cannot do this until children are signed up and we have staff already available.</b></p> <p><b>IS: One risk is that we set it up and then do not get many children signed up.</b></p> <p><b>HP: That is what the consultation period would be, with a survey. I also need to work with DCC. The PP have a consultation document which they would most likely share with me. At my meeting with the nursery school CEO I will discuss our plans with her. We can take 11 children if they come into reception and 26 if they have their own classroom.</b></p> <p><b>RH: Do we need to approve this now?</b></p> <ul style="list-style-type: none"> <li>The governors had a discussion and decided that it needed further consultation.</li> </ul> <p><b>MW: Does it have to be approved by DCC.</b></p> <p><b>HP: Yes, and only a limited number of staff are aware of the plan, but I will be informing other staff soon. I will need help also with the questionnaire for parents regarding wraparound care.</b></p> <p><b>ACTION: HP TO ASK THE PP TO ALLOW HER TO USE THEIR CONSULTATION DOCUMENT FOR THE NURSERY BUSINESS PLAN. Update: DCC have provided experts to support the school with the nursery provision etc.</b></p> <p><b>ACTION: HP, SH, JC AND RG AGREED TO FORM A WORKING GROUP TO PRODUCE A QUESTIONNAIRE FOR PARENTS ABOUT WRAPAROUND CARE NEEDS AND TO WORK ON THE NURSERY BUSINESS PLAN, WHICH WOULD GO OUT TO PARENTS VIA EMAIL.</b></p> <ul style="list-style-type: none"> <li>SH left the room at 10.30am.</li> </ul>
	<ul style="list-style-type: none"> <li><b>EXTRA ITEM NOT ON AGENDA</b></li> </ul> <p>IS: MW is stepping down from the governors at the end of this school year. The FGB clapped and thanked him for all the time and effort he had put in to his role.</p> <ul style="list-style-type: none"> <li>RH left the room at 10.36am.</li> <li>RG left the room at 10.38am.</li> </ul>
10	<p><b>Climate Change Action Plan</b></p> <ul style="list-style-type: none"> <li>Update and discussion</li> </ul> <p><b>ACTION: CLERK TO MOVE THE CLIMATE CHANGE ACTION PLAN TO NEXT FGB MEETING AGENDA. Done.</b></p>
11	<p><b>Policies*</b></p> <ul style="list-style-type: none"> <li>For review:</li> </ul> <p>School Uniform Policy (Head to review and bring findings to meeting).</p> <p><b>ACTION: CLERK TO MOVE THE SCHOOL UNIFORM POLICY REVIEW TO THE NEXT MEETING. Done.</b></p> <ul style="list-style-type: none"> <li>Policies for adoption by FGB.</li> </ul> <p>Behaviour Policy &amp; Principals (approved by T&amp;L Committee).</p> <ul style="list-style-type: none"> <li><b>The FGB approved the Behaviour Policy &amp; Principals.</b></li> </ul> <p>Complaints Procedure (MW to review)</p> <p><b>ACTION: CLERK TO MOVE THE COMPLAINTS PROCEDURE TO THE NEXT FGB MEETING AGENDA. Done. FOR REVIEW BY MW. Done. AND THEN ADOPTION BY THE FGB.</b></p>

	<p>Emergency Management Plan &amp; Business Continuity Plan and Lettings Policy (approved by Resources Committee)</p> <ul style="list-style-type: none"> <li>• <b>The Emergency Management Plan &amp; Business Plan and Lettings Policies were approved by the FGB.</b></li> </ul> <p>Managing Sickness Absence Policy – to link with Absence Policy approved by governors in June 2024.</p> <ul style="list-style-type: none"> <li>• <b>The FGB approved the Managing Sickness Absence Policy.</b></li> </ul> <p><b>ACTION: IS ASKED THE CLERK TO PUT THE CHILDREN AT RISK OF RUNNING AWAY POLICY ON THE NEXT MEETING AGENDA. Done.</b></p> <p><b>ACTION: IS WILL EMAIL THE CHILDREN AT RISK OF RUNNING AWAY POLICY TO THE CLERK/HEAD. Done.</b></p>
12	<p><b>Safeguarding*</b></p> <ul style="list-style-type: none"> <li>• Update</li> </ul> <p><b>ACTION: CLERK TO PUT SAFEGUARDING ON THE NEXT FGB AGENDA. Done. Safeguarding is a standing item on this agenda.</b></p>
13	<p><b>Governor visits</b></p> <ul style="list-style-type: none"> <li>• Reports from visits undertaken since last FGB meeting (SEND, Safeguarding and Safeguarding Audit Visits).</li> <li>• Curriculum area visits – to plan</li> </ul> <p><b>ACTION: CLERK TO PUT GOVERNOR VISITS ON NEXT FGB AGENDA. Done.</b></p>
14	<p><b>Governors business</b></p> <ul style="list-style-type: none"> <li>• INSET Days 2025-26 and 2026-27.</li> </ul> <p><b>HP: Next years have been set and had FGB approval already.</b></p> <p><b>IS: When does it have to be sent to Devon?</b></p> <p><b>HP: After the FGB have approved it.</b></p> <p><b>ACTION: HP TO SEND OUT THE 2026-27 INSET calendar to the FGB and they can approve it via email.</b></p> <p><b>NB: Calendars sent to FGB via email on 25.03.25.</b></p> <ul style="list-style-type: none"> <li>• FGB to look at questionnaire drafted by Chair to approve the Parent/child/staff questions for this year.</li> </ul> <p><b>ACTION: CLERK TO MOVE PARENT/CHILD/STAFF QUESTIONNAIRE ITEM TO NEXT MEETING. Done.</b></p>
15	<p><b>Governor training</b></p> <ul style="list-style-type: none"> <li>• Reports back from trainings.</li> <li>• FGB to decide which curriculum lead to invite to an FGB meeting and which one.</li> </ul> <p><b>ACTION: GOVERNOR TRAINING TO BE MOVED TO NEXT FGB MEETING. Done.</b></p>
16	<p><b>Discussion about how to measure policies/projects/ approaches</b></p> <ul style="list-style-type: none"> <li>• How to measure the impact of these and feed the learning back into the system e.g. Nature education, continuous provision, anti-racism training.</li> </ul> <p><b>ACTION: HOW TO MEASURE POLICIES/PROJECTS/APPROACHES TO BE MOVED TO NEXT MEETING. Done.</b></p>
17	<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>• There are new &amp; updated Q-cards for Wraparound care, Early Years Foundation Stage and Ofsted in Governorhub.</li> </ul> <p><b>ACTION: CLERK TO EMAIL INFORMATION ABOUT NEW Q CARDS FOR WRAPAROUND CARE, EARLY EARLYS FOUNDATION STAGE AND OFSTED WHEN SHAREPOINT HAS BEEN SET UP BY IS. Upate: Clerk sent email with a weblink to access the Devon Education Service Governance Consultancy microsite. DONE.</b></p> <ul style="list-style-type: none"> <li>• The Resources meeting on 18.3.25 was cancelled. The meeting on the 6.5.25 will be the Resources Budget meeting.</li> </ul>
18	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Please forward any relevant correspondence to the Clerk or bring to the meeting</li> </ul>
19	<ul style="list-style-type: none"> <li>• <b>Items brought forward by the Chair</b></li> </ul>
20	<p><b>Date &amp; time of next meeting</b></p> <ul style="list-style-type: none"> <li>• FGB meeting 20.05.25 at 8.30am in the school.</li> </ul>

MEETING FINISHED AT 10.45AM.

- \* = standing items

#### Summary of actions

	Action	By whom	By when
2	SharePoint to be assessed for suitability for the FGB to use instead of GovernorHub.	Head/Chair	By next FGB meeting
3.I	Health & Safety walk around to be booked with SL	Chair	By the end of term
3.I	Curriculum updates to be collated and sent to the governors, <b>DONE.</b>	Head	By next FGB meeting
3.I	Termly "safeguarding" report to be emailed to governors. <b>DONE.</b>	Head	By end of term
3.I	Facilities meeting to be booked.	Chair	By end of term

3.1	Discussion with subject teams to organise walk arounds for governors.	Head	By next FGB meeting
3.1	Check that all the children have an adult they can talk to about when they feel unsafe.	Head	By next FGB meeting
4	Meeting with relevant children to discuss with them who they are able to talk to if they feel unsafe in school.	JC/BN	By next FGB meeting
5	PP Head Teachers meeting notes to be emailed to FGB when they have been received.	Head	By next FGB meeting
5	Final report to be sent out about PP objectives in June/July to FGB (Clerk has moved this action to the 8 <sup>th</sup> July agenda).	Head	By end of school year
6	Parent and Communication survey to be combined and sent out to parents in June. (Clerk has moved this action to the 8 <sup>th</sup> July agenda).	Chair/ Head	By end of June
7.1	Budget to go on next agenda. <b>DONE.</b>	Clerk	By next FGB meeting
7.1	Discussion with MH practitioner asking is she can offer the school extra hours.	Head	By next FGB meeting
9	PP to be asked if they can share their consultation plan (for nursery business plan) with the school <b>UPDATE: DCC have provided experts to support the school with this.</b>	Head	Within one month
9	Working group to produce a questionnaire for parents about wraparound care and a survey about the proposed nursery and to work on the nursery business plan.	Head, SH, JC and RG	By next FGB meeting
10	Climate Change action plan to be moved to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
11	School Uniform Policy review to move to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
11	Complaints Procedure review to be move to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
11	Children at Risk of Running Away Policy to move to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
11	The above policy to be emailed to the clerk/Head. <b>DONE.</b>	Chair	By end of term
12	Safeguarding to go on next agenda. <b>DONE.</b>	Clerk	By next FGB meeting
13	Governor visits item to go on next agenda. <b>DONE.</b>	Clerk	By next FGB meeting
14	2026-27 Inset calendar to be emailed to FGB so they can read it and approve it via email.	CofG	
14	Parent/child/staff questionnaire to be moved to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
15	Governor training to be moved to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
16	How to measure policies/projects to be moved to next meeting. <b>DONE.</b>	Clerk	By next FGB meeting
17	Information about new Q cards for wraparound care, early years foundation stage and Ofsted will go on SharePoint when it has been set up. <b>DONE.</b>	Clerk/ Chair	By next FGB meeting